

URBAN FOREST TECHNICIAN ASSISTANT

NATURE OF WORK: This position supports the urban forestry team by collecting field data related to the Tree Protection Bylaw, tree health, and tree planting locations. The role also maintains and updates the tree inventory database and responds to public inquiries regarding trees. The position reports directly to the Forest and Environmental Officer and assists the Urban Forest Technician. The role is primarily based at Victoria Park.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Forest and Environmental Officer.
- Works closely with the Urban Forest Technician.
- Develops and maintains working relationships with members of Council, departmental managers, supervisors, and all City employees to provide support to the Environment and Sustainability department.
- As a committed member of the City of Charlottetown team, the Urban Forest Technician Assistant will act as a positive role model for all employees throughout the organization.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Assists with maintaining and updating the street and park tree inventory, work order records and surveys (tree survivorship and natural area inventories etc.)
- Supports the administration of the Tree Protection Bylaw by reviewing development permits for impacts on City trees, application reviews, and tree ownership verification (site visits).
- Assists in the implementation of urban reforestation activities, including tree planting and maintenance.
- Carries out tree planting, pruning and maintenance activities.
- Monitors and manages for invasive insect and plant species.
- Ensures health and safety policies in the workplace are followed.
- Performs other related duties, responsibilities, and functions as required.

REQUIRED COMPETENCIES:

- Demonstrated computer proficiency and advanced Microsoft Office skills, with the ability to accurately input and classify field data.
- Demonstrated ability to identify trees, shrubs, herbaceous plants, ferns, and wildlife.
- Advanced verbal, written, and oral communication skills, and the ability to engage others.
- Excellent interpersonal skills paired with the ability to form and maintain strong relationships with Council, management, staff, other government employees, and the general public.
- Excellent organizational skills with the ability to balance several tasks and complete work in a timely manner.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Patience, sound judgment, and excellent decision-making skills.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Ability to work independently and conduct physical work in all types of weather.
- Ability to work overtime to accommodate evening meetings as required.

REQUIRED QUALIFICATIONS:

- Must have a degree or Diploma in Environment, Forestry, Biology, or a related field.
- Knowledge of Tree Protection Bylaw is an asset.
- Must have a valid driver's license.
- Must be legally entitled to work in Canada.
- An equivalent combination of education and experience may be considered.

Salary assigned: \$54,809.33 - \$64,481.70 annually as per the UPSE Collective Agreement

How to Apply:

Please submit a detailed resume, and references by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Urban Forest Technician Assistant**” and submitted by **April 1, 2025, at 4:00 pm**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4110 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.